

## NOTIFICATION OF AN "OFF LIST" PURCHASE OF A BASAL\* TEXTBOOK OR PROGRAM

(\* Basal: one that serves as the primary means of instruction in a content area for a grade level or course)

### Request to purchase textbook and instructional materials not found on the State Multiple List

KRS 156.445(1) states that "No textbook or program shall be used in any public school in Kentucky as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission **or** unless a school and district has met the notification requirements under subsection (2) of this section . . ." which indicates that "a school council, or if none exist, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications. Hence, please complete the following information, attach the required documents, obtain the required signatures, and send the packet to the KDE instructional resources consultant at the address below. Upon the receipt of the packet, a confirmation will be sent to the local superintendent by the KDE instructional resources consultant. If additional information, documents, or signatures are needed before the "off list" notification can be filed with the State Textbook Commission, a memorandum will be sent to the local superintendent's office specifying the missing item(s).

**NOTE: The purchase of supplemental or reference materials does not require a notification.**

Title \_\_\_\_\_ Grade Level/Course \_\_\_\_\_

Vendor \_\_\_\_\_ Copyright/Edition \_\_\_\_\_

ISBN (International Standard Book No.) \_\_\_\_\_ Cost \_\_\_\_\_

Is this textbook or program an updated version of a title on a current state multiple list? \_\_\_\_\_

Will this instructional resource be available from KAMC [Kentucky Accessible Materials Consortium] in accessible digitized format? \_\_\_\_\_

**If not in accessible digitized format, an accessible digitized version of the text must be made available to students with an Individualized Education Plan or 504 plan who require this accommodation. 704 KAR 3:455**

List school(s) that will include the title in the purchasing plan \_\_\_\_\_

**The following four attachments must be submitted with this page as the cover sheet:**

1. The state approved evaluation instrument for the appropriate content area, completed, signed, and dated. (Evaluation instruments are located in appropriate content area on the textbook page of the KDE website beginning with 2001 State Multiple Lists)
2. A written rationale that states the need for this item and how it better meets the needs of students than items on the state multiple list.
3. A letter from the vendor stating the cost of the item and a list of gratis items if any with purchase.
4. For a textbook, a completed Form B provided by the vendor or a statement provided by the vendor indicating that the current "Manufacturing Standards and Specifications for Textbooks" as developed by the National Association of State Textbook Administrators (NASTA) are met. For an electronic item in lieu of Basal Textbook, submit Form M.

School Council Chair or Principal \_\_\_\_\_ Date \_\_\_\_\_

Local Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

***RETURN TO:***

Ann Asbeck  
Division of Curriculum Development, KDE  
500 Mero Street  
Frankfort, Kentucky 40601